

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST JUNE 2009

PRESENT: COUN R KYLE (CHAIR)

Mesdames: L Wood, M A Cartwright & J Black

Messrs: T A Jones, J Alvey, H Bennett MBE, J Hardy, W M Jeffrey, D Langan, C J Metcalfe, R Huitson, D Milsom & C Austin

MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillors R Jones, C Robbins, G Cowie & M Milsom.

2. THE MINUTES OF THE LAST MEETING, a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 87 – Absence Report - Meeting held on 20th May 2009 it was reported that this meeting went well with the message being put across loud and clear.

3. BULLETINS & CIRCULARS

- (i) Employment Relations No 550 – April 2009 Update
- (ii) NJC Circular 2009/10 NJC Car Mileage Rates
- (iii) Local Government Pay 2009/10

Members were circulated with extracts from these bulletins and circulars and the Town Clerk mentioned items that may be of interest to Members.

RECOMMENDED that the information given, be noted, and the NJC car mileage rates for 2009/10 be implemented in accordance with Council Policy.

3. LEARNING & DEVELOPMENT

- (i) Speed Reading & other Effective Strategies for Members, 23rd June 2009, Newcastle
- (ii) Briefing Paper on Communities in Control White Paper & Local Democracy Bill, Tuesday 7th July 2009, pm, Ramside Hall Hotel, Durham

RECOMMENDED that investigations be made into the cost of hosting these sessions in house.

- (iii) Time Management for Members, 23rd June, Newcastle
- (iv) Assertiveness Training, 14th July 2009, Gateshead College

RECOMMENDED that the invitations be received and no places be taken up on this training.

- (v) Personal Safety of Staff, 16th July 2009, Durham County Cricket Club

RECOMMENDED that three places be reserved on this course for 2 members of staff from the Facilities Team and one from the Information Centre.

4. TRAIN TO GAIN – NVQ & SKILLS FOR LIFE

Consideration was given to the report of the Deputy Town Clerk in relation to staff training.

RECOMMENDED that approval be given for Mr C Grant and Mrs M Bowman to undertake NVQ training.

5. RESOLUTION TO EXCLUDE THE PRESS & PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS & PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

6. COMPLETION OF PROBATIONARY PERIOD – ADMINISTRATION ASSISTANT, SHOTTON HALL

RECOMMENDED that it be noted that Mrs B Taylor had satisfactorily completed her six month probationary period.

7. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

RECOMMENDED that the contents of the report be accepted.

8. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information.

RECOMMENDED that the contents of the report be accepted.

9. REQUEST FOR LEAVE FOR MAGISTRATES DUTIES – MRS B TAYLOR

RECOMMENDED that this request be referred to the Council Meeting for further consideration.